

## **This schedule applies to: Department of Corrections**

### **Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records of the Department of Corrections (DOC) relating to the unique functions of managing all state-operated adult correctional facilities and supervising adult offenders in facilities and who live in the community. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGRRS)* which authorizes the destruction/transfer of public records common to all state agencies.

### **Disposition of public records**

Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of state resources.

Public records designation as “Archival (Permanent Retention)” must not be destroyed. Records designated as “Archival (Appraisal Required)” must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency’s policies and procedures for public records requests.

### **Revocation of previously issued records retention schedules**

All previously issued records retention schedules to the Department of Corrections (and its predecessor agencies, including the formerly separate Indeterminate Sentence Review Board) are revoked. The Department of Corrections must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

### **Authority**

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on March 12, 2015.

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## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	September 18, 2013	Consolidation of all existing disposition authorities with some additions, deletions, and minor revisions.
1.1	December 4, 2013	Added records for asbestos abatement to the Legacy section.
1.2	March 12, 2015	Added two new records series for cost of supervision and legal obligation and evidence management with other minor revisions.

For assistance and advice in applying this records retention schedule,  
please contact the Department of Corrections' Records Officer

or Washington State Archives at:

[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

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## 1. COMMUNITY CORRECTIONS MANAGEMENT

This section covers records relating to the management of previously incarcerated offenders requiring supervision and monitoring after release into the community.

### 1.1 COMMUNITY CORRECTIONS

*The activity of monitoring offenders under supervision or probation in community corrections.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-12-60300 Rev. 1	<p><b><i>Chemical Dependency – County Boards</i></b></p> <p>Records relating to offenders assigned to Department of Corrections' supervision from counties around the state for chemical dependency treatment only.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Referral forms;</li> <li>• Evaluations;</li> <li>• Treatment plans;</li> <li>• Discharge records.</li> </ul>	<p><b>Retain</b> for 6 years after end of treatment</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 1.1 COMMUNITY CORRECTIONS

*The activity of monitoring offenders under supervision or probation in community corrections.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-03-60356 Rev. 1	<p><b>Community Supervision Records – Registered/Sex Offenders (Deceased)</b></p> <p>Records relating to a non-incarcerated offender while under supervision documenting legal authority for the supervision and release of the offender where the offender was either registered and/or was a sex offender in accordance with RCW 9A.44.130 and is deceased.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Criminal history;</li> <li>• Classification;</li> <li>• Infractions;</li> <li>• Sentencing information.</li> </ul> <p><i>Note: Commonly referred to as “field files”. These files are used by field supervisors and correctional officers of Community Corrections Offices.</i></p>	<p><b>Retain</b> for 10 years after date of death <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 1.1 COMMUNITY CORRECTIONS

*The activity of monitoring offenders under supervision or probation in community corrections.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-03-60358 Rev. 1	<p><b>Community Supervision Records – Registered/Sex Offenders (General)</b></p> <p>Records relating to a non-incarcerated offender while under supervision documenting legal authority for the supervision and release of the offender where the offender is registered and/or is a sex offender in accordance with RCW 9A.44.130.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Criminal history;</li> <li>• Classification;</li> <li>• Infractions;</li> <li>• Sentencing information.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• Community Supervision Records – Registered/Sex Offenders (Deceased) (DAN 02-03-60356).</li> </ul> <p><i>Note: Commonly referred to as “field files”. These files are used by field supervisors and correctional officers of Community Corrections Offices.</i></p>	<p><b>Retain</b> for 50 years after last supervised sentence closed <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 1.1 COMMUNITY CORRECTIONS

*The activity of monitoring offenders under supervision or probation in community corrections.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-03-60357 Rev. 1	<p><b>Community Supervision Records – Life-Sentence Offenders</b></p> <p>Records relating to a non-incarcerated offender while under supervision documenting legal authority for the supervision and release of the offender where the offender has a life-sentence.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Criminal history;</li> <li>• Classification;</li> <li>• Infractions;</li> <li>• Sentencing information.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• Community Supervision Records – Registered/Sex Offenders (Deceased) (DAN 02-03-60356);</li> <li>• Community Supervision Records – Registered/Sex Offenders (General) (DAN 02-03-60358).</li> </ul> <p><i>Note: Commonly referred to as “field files”. These files are used by field supervisors and correctional officers of Community Corrections Offices.</i></p>	<p><b>Retain</b> for 30 years after last supervised sentence closed <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 1.1 COMMUNITY CORRECTIONS

*The activity of monitoring offenders under supervision or probation in community corrections.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
13-09-68469  Rev. 0	<p><b>Community Supervision Records – Asbestos Worker Offenders</b></p> <p>Records relating to a non-incarcerated offender while under supervision documenting legal authority for the supervision and release of the offender where the offender was involved with asbestos abatement/exposure while under Department of Corrections' jurisdiction.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Criminal history;</li> <li>• Classification;</li> <li>• Infractions;</li> <li>• Asbestos worker information;</li> <li>• Sentencing information.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• Community Supervision Records – Registered/Sex Offenders (Deceased) (DAN 02-03-60356);</li> <li>• Community Supervision Records – Registered/Sex Offenders (General) (DAN 02-03-60358);</li> <li>• Community Supervision Records – Life-Sentence Offenders (DAN 02-03-60357).</li> </ul> <p><i>Note: Commonly referred to as “field files”. These files are used by field supervisors and correctional officers of Community Corrections Offices.</i></p>	<p><b>Retain</b> for 30 years after last supervised sentence closed <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



## 1.1 COMMUNITY CORRECTIONS

*The activity of monitoring offenders under supervision or probation in community corrections.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
82-02-29579 Rev. 3	<p><b>Community Supervision Records – Offenders (General)</b></p> <p>Records relating to a non-incarcerated offender while under supervision giving legal authority for the supervision and release of each offender where not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Criminal history;</li> <li>• Classification;</li> <li>• Infractions;</li> <li>• Sentencing information.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• Community Supervision Records – Registered/Sex Offenders (Deceased) (DAN 02-03-60356);</li> <li>• Community Supervision Records – Registered/Sex Offenders (General) (DAN 02-03-60358);</li> <li>• Community Supervision Records – Life-Sentence Offenders (DAN 02-03-60357);</li> <li>• Community Supervision Records – Asbestos Worker Offenders (DAN 13-09-68469).</li> </ul> <p><i>Note: Commonly referred to as “field files”. These files are used by field supervisors and correctional officers of Community Corrections Offices.</i></p>	<p><b>Retain</b> for 10 years after last supervised sentence closed <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 1.1 COMMUNITY CORRECTIONS

*The activity of monitoring offenders under supervision or probation in community corrections.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-03-68734 Rev. 0	<p><b><i>Evidence/Property In Custody – Management</i></b></p> <p>Records documenting the intake, management, and disposition of property acquired by the agency as evidence or for safekeeping. <b>Does not include the actual evidence which should be managed in accordance with applicable federal, state or local law, court order, and/or agency policy.</b></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Evidence/property in/out logs;</li> <li>• Documentation relating to disposition (destruction, return to owner, return to jurisdictional agency, etc.).</li> </ul>	<p><b>Retain</b> for 6 years after disposition of evidence/property <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
02-03-60353 Rev. 1	<p><b><i>Infractions Hearings</i></b></p> <p>Records relating to offender hearings resulting from an infraction which occurred during any kind of community supervision.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Formal legal motions and checklists;</li> <li>• Decisions and appeals.</li> </ul> <p>Excludes records covered by Prison Hearings (DAN 83-06-32474).</p>	<p><b>Retain</b> for 10 years after date of hearing <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 1.2 OFFENDER RELEASE

*The activity of the review and determination of parole eligibility, status and release to community custody, or return to incarceration.*

*NOTE: These record series were created and retained by the Indeterminate Sentence Review Board prior to transfer to Department of Corrections.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-03-68735 Rev. 0	<p><b>Cost of Supervision (COS)/Legal Financial Obligation (LFO) – Tracking</b></p> <p>Records relating to Dept. of Correction's (DOC) interaction with offenders and/or superior court regarding the DOC-assigned cost of supervision or the court-ordered legal financial obligation which document the collection process.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Communication with individual offenders or their representatives;</li> <li>• Documentation of offender account adjustments, assessments, or corrections.</li> </ul> <p>Excludes account/debt collection records covered by Legal Financial Obligations (LFO) – Processing (DAN 95-12-56269).</p> <p><i>Note: Reference RCWs 9.94A3030(30); 9.94A.780; 72.11.020; 9.94A.753.</i></p>	<p><b>Retain</b> for 6 years after death of offender <i>or</i> financial obligation paid in full <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
13-09-68467 Rev. 0	<p><b>Hearing Docket Lists</b></p> <p>Records relating to the administrative development and scheduling of hearings for the Indeterminate Sentence Review Board.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Hearing calendars, docket lists and schedules;</li> <li>• Hearing preparation and development notes.</li> </ul> <p><i>Note: Replaces DAN 09-04-61992 granted to the formerly separate Indeterminate Sentence Review Board.</i></p>	<p><b>Retain</b> for 2 years after date of hearing <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 1.2 OFFENDER RELEASE

*The activity of the review and determination of parole eligibility, status and release to community custody, or return to incarceration.*

*NOTE: These record series were created and retained by the Indeterminate Sentence Review Board prior to transfer to Department of Corrections.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
13-09-68468 Rev. 0	<p><b>Offender Records – Indeterminate Sentence Review Board</b></p> <p>Records relating to the Indeterminate Sentence Review Board (ISRB) determinations if offender is eligible for release from incarceration or return.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Complete offender criminal information;</li> <li>• Relevant history, reports, analysis;</li> <li>• Statements (attorney, victims, family, friends);</li> <li>• Judgment and sentence;</li> <li>• Decisions, votes, and orders;</li> <li>• Release decisions/Release orders</li> <li>• Violations, suspensions, parole revocations;</li> <li>• Discharge (conditional or final).</li> </ul> <p>Excludes records covered by Offender Records – Indeterminate Sentence Review Board (Deceased Offenders) (DAN 13-09-68468).</p> <p><i>Note: Replaces DAN 80-05-24969 granted to the formerly separate Indeterminate Sentence Review Board.</i></p>	<p><b>Retain</b> for 50 years after maximum term of sentence <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 1.2 OFFENDER RELEASE

*The activity of the review and determination of parole eligibility, status and release to community custody, or return to incarceration.*

*NOTE: These record series were created and retained by the Indeterminate Sentence Review Board prior to transfer to Department of Corrections.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
13-09-68471 Rev. 0	<p><b><i>Offender Records – Indeterminate Sentence Review Board (Deceased Offenders)</i></b></p> <p>Records relating to the Indeterminate Sentence Review Board (ISRB) determinations if offender was eligible for release from incarceration or return and the offender is deceased.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Complete offender criminal information;</li> <li>• Relevant history, reports, analysis;</li> <li>• Statements (attorney, victims, family, friends);</li> <li>• Judgment and sentence;</li> <li>• Decisions, votes, and orders;</li> <li>• Release decisions/Release orders</li> <li>• Violations, suspensions, parole revocations;</li> <li>• Discharge (conditional or final).</li> </ul>	<p><b>Retain</b> for 10 years after death <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 2. FACILITY AND INCARCERATION MANAGEMENT

This section covers records relating to managing correctional facilities and incarcerated offenders.

### 2.1 FINANCIAL AND PROPERTY

*The activity of managing offender finances and property while incarcerated.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-12-56268 Rev. 2	<b>Financial and General Issues – Offender</b> Provides a record of responses to questions for resolving other issues and for inquiries related to Trust Fund and debt activity and <b>that are not covered by a more specific records series.</b>	<b>Retain</b> for 2 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
95-12-56269 Rev. 3	<b>Legal Financial Obligations (LFO) – Processing</b> Records relating to disbursement vouchers certified for payment to the State Treasurer which includes the account classification for each transaction. Maintains records of legal financial obligation payments showing: <ul style="list-style-type: none"> <li>Offender's name and dollar amount;</li> <li>County owed, and cause number.</li> </ul> Withdrawals are listed by: <ul style="list-style-type: none"> <li>Institutions and offender name;</li> <li>Amount of payment due for current month.</li> </ul>	<b>Retain</b> for 10 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 2.1 FINANCIAL AND PROPERTY

*The activity of managing offender finances and property while incarcerated.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-12-56264 Rev. 3	<p><b>Local Funds</b></p> <p>Records relating to local fund financial activities. Lists of amounts and debtors of the Community Service Revolving Fund (CSRF) loan account and monthly replenishment to the appropriate funds. Also includes promissory notes signed upon receipt of CSRF loans.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Banking transactions;</li> <li>• Funds/vouchers used to pay for supplies for offender programs;</li> <li>• Commissions paid to the department for offender telephone services;</li> <li>• Revenues received/vouchers paid for direct payment for payroll error correction;</li> <li>• Gate release money;</li> <li>• Supplies and emergency purchases and legal photocopy requests;</li> <li>• Postage transfers and indigent offender postage requests;</li> <li>• Offender fund/personal accounts.</li> </ul>	<p><b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
95-12-56265 Rev. 3	<p><b>Non-Legal Financial Obligation (Non-LFO) Court Orders</b></p> <p>Records relating to requests from the Attorney General's Office for collecting fines and restitution from offenders as per court order.</p> <p>Includes, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Cost/bill documents and correspondence;</li> <li>• Monthly summaries to the Attorney General's office.</li> </ul>	<p><b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 2.1 FINANCIAL AND PROPERTY

*The activity of managing offender finances and property while incarcerated.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
82-12-30735 Rev. 2	<p><b>Offender Earnings/Payroll</b></p> <p>Records relating to payroll deductions and disbursements of offender earnings in accordance with RCW 72-65-050, including employment by Correctional Industries.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Pay status;</li> <li>• Rate of pay;</li> <li>• Hours worked;</li> <li>• Attendance records.</li> </ul>	<p><b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
89-06-44443 Rev. 2	<p><b>Personal Property – Offender</b></p> <p>Records relating to offender personal property while in the custody of a particular institution.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Inventory of offender property;</li> <li>• Release and return;</li> <li>• Unclaimed personal property disposition.</li> </ul>	<p><b>Retain</b> for 1 year after transfer/release/death <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 2.1 FINANCIAL AND PROPERTY

*The activity of managing offender finances and property while incarcerated.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-12-56366 Rev. 2	<p><b>Store Orders – Offenders</b></p> <p>Provides a record of supplies ordered by individual offenders from the Offender Stores for monitoring purposes.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> <li>Invoices and receipts.</li> </ul> <p>Excludes the financial transactions or purchasing records for supplies covered in the <i>State Government General Records Retention Schedule (SGGRRS)</i>.</p>	<p><b>Retain</b> for 1 year after end of fiscal year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
95-12-56262 Rev. 3	<p><b>Unclaimed Property – Funds</b></p> <p>Records relating to requests for proper authorization to return funds due to an offender.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Offender names and amounts of unclaimed funds;</li> <li>Records of monies sent to the Community Service Revolving Fund (CSRF) when owner cannot be found.</li> </ul>	<p><b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 2.2 FOOD AND COMMISSARY SERVICES

*The activity of providing for the dietary and hygiene needs of offenders and access to commissary services.*

*See State Government General Records Retention Schedule for additional records relating to asset management (such as inventory, usage, purchasing and acquisitions) and financial management (such as accounting and auditing).*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
13-09-68452 Rev. 0	<b>Commissary – Free Issue</b> Provides records of items provided to offenders at no cost to the offender.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
13-09-68453 Rev. 0	<b>Food Services – General</b> Records relating to meals and food programs provided to the general offender population. Includes, but is not limited to: <ul style="list-style-type: none"> <li>Daily meal counts;</li> <li>Menus.</li> </ul>	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 2.3 OFFENDER CUSTODY

*The activity relating to offenders currently and previously incarcerated in the state's correctional facilities*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-62897 Rev. 1	<b><i>Offender Incarceration Records – Ordered to be Destroyed/Expunged</i></b> Records relating to the legal authority and history for the incarceration and release of an offender where the records have been ordered to be destroyed/expunged in accordance with RCW 10.97.060 and RCW 13.50.050.	<b>Retain</b> until criteria in destruction order has been met <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
13-09-68466 Rev. 0	<b><i>Offender Incarceration Records – Summary Information (All Offenders)</i></b> Summary records of each offender documenting: <ul style="list-style-type: none"> <li>• Name of offender, age, offender photo identification;</li> <li>• Summary of crimes and convictions;</li> <li>• Physical characteristics and other relevant information.</li> </ul> Includes, but is not limited to: <ul style="list-style-type: none"> <li>• “Face Sheets” in the hardcopy offender incarceration files;</li> <li>• Records in the Department of Corrections’ offender databases (such as OMNI, etc.).</li> </ul> Excludes records covered by more specific Offender Incarceration Records series: <ul style="list-style-type: none"> <li>• Ordered to be Destroyed (DAN 11-12-62897).</li> </ul>	<b>Retain</b> until relevant offender record is eligible for disposition in accordance with this records retention schedule <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR

## 2.3 OFFENDER CUSTODY

*The activity relating to offenders currently and previously incarcerated in the state's correctional facilities*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
13-09-68465 Rev. 0	<p><b>Offender Incarceration Records – Registered/Sex Offenders (Notorious/Historically Significant)</b></p> <p>Records relating to the legal authority and history for the incarceration and release of an offender where the offender was a convicted registered offender or sex offender (or both) in accordance with RCW 9A.44.130 and was convicted for notorious or historically significant major crimes such as kidnapping or rape, such as a serial rapist. Criteria includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Public notoriety and level of media coverage, worthy of making headlines (such as “Barefoot Bandit”, “Green River Killer”, etc.);</li> <li>• Unusual circumstances of crime or conviction (Cattle rustling – common in 1896 and not so common now, or conviction due to self incriminating YouTube, etc.);</li> <li>• Life-sentence offenders;</li> <li>• Any famous personalities or celebrities involved (Not necessarily committing the crime, maybe involved as a victim).</li> </ul> <p>Files may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Criminal history;</li> <li>• Classification;</li> <li>• Infractions;</li> <li>• Sentencing information;</li> <li>• Release documentation.</li> </ul> <p>Excludes records covered by more specific Offender Incarceration Records series:</p> <ul style="list-style-type: none"> <li>• Ordered to be Destroyed (DAN 11-12-62897);</li> <li>• Summary Information (All Offenders) (DAN 13-09-68466).</li> </ul> <p><i>Note: Commonly referred to as “central files”. These files are used by staff and correctional officers for those incarcerated or previously incarcerated in the state’s correctional facilities.</i></p>	<p><b>Retain</b> for 50 years after last prison sentence closed <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>

## 2.3 OFFENDER CUSTODY

*The activity relating to offenders currently and previously incarcerated in the state's correctional facilities*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-03-60354 Rev. 1	<p><b><i>Offender Incarceration Records – Registered/Sex Offenders (Deceased)</i></b></p> <p>Records relating to the legal authority and history for the incarceration and release of an offender where the offender was a convicted registered offender or sex offender (or both) in accordance with RCW 9A.44.130 and has deceased.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Criminal history;</li> <li>• Classification;</li> <li>• Infractions;</li> <li>• Sentencing information;</li> <li>• Release documentation.</li> </ul> <p>Excludes records covered by more specific Offender Incarceration Records series:</p> <ul style="list-style-type: none"> <li>• Ordered to be Destroyed (DAN 11-12-62897);</li> <li>• Summary Information (All Offenders) (DAN 13-09-68466);</li> <li>• Registered/Sex Offenders (Notorious/Historically Significant) (DAN 13-09-68465).</li> </ul> <p><i>Note: Commonly referred to as “central files”. These files are used by staff and correctional officers for those incarcerated or previously incarcerated in the state’s correctional facilities.</i></p>	<p><b>Retain</b> for 10 years after death <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 2.3 OFFENDER CUSTODY

*The activity relating to offenders currently and previously incarcerated in the state's correctional facilities*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-11-58951 Rev. 2	<p><b>Offender Incarceration Records – Registered/Sex Offenders (General)</b></p> <p>Records relating to the legal authority and history for the incarceration and release of an offender where the offender is a convicted registered offender or sex offender (or both) in accordance with RCW 9A.44.130.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Criminal history;</li> <li>• Classification;</li> <li>• Infractions;</li> <li>• Sentencing information;</li> <li>• Release documentation.</li> </ul> <p>Excludes records covered by more specific Offender Incarceration Records series:</p> <ul style="list-style-type: none"> <li>• Ordered to be Destroyed (DAN 11-12-62897);</li> <li>• Summary Information (All Offenders) (DAN 13-09-68466);</li> <li>• Registered/Sex Offenders (Notorious/Historically Significant) (DAN 13-09-68465);</li> <li>• Registered/Sex Offenders (Deceased) (DAN 02-03-60354).</li> </ul> <p><i>Note: Commonly referred to as “central files”. These files are used by staff and correctional officers for those incarcerated or previously incarcerated in the state’s correctional facilities.</i></p>	<p><b>Retain</b> for 50 years after last prison sentence closed <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 2.3 OFFENDER CUSTODY

*The activity relating to offenders currently and previously incarcerated in the state's correctional facilities*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
13-09-68464 Rev. 0	<p><b>Offender Incarceration Records – Notorious/Historically Significant Offenders</b></p> <p>Records relating to the legal authority and history for the incarceration and release of an offender where the offender has been convicted for notorious or historically significant major crimes such as serial murder or a major crime spree. Criteria includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Public notoriety and level of media coverage, worthy of making headlines (such as “Barefoot Bandit”, “Green River Killer”, etc.);</li> <li>Unusual circumstances of crime or conviction (Cattle rustling – common in 1896 and not so common now, or conviction due to self incriminating YouTube, etc.);</li> <li>Life-sentence offenders;</li> <li>Any famous personalities or celebrities involved (Not necessarily committing the crime, maybe involved as a victim).</li> </ul> <p>Files may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>Criminal history;</li> <li>Classification;</li> <li>Infractions;</li> <li>Sentencing information;</li> <li>Release documentation.</li> </ul> <p>Excludes records covered by more specific Offender Incarceration Records series:</p> <ul style="list-style-type: none"> <li>Ordered to be Destroyed (DAN 11-12-62897);</li> <li>Summary Information (All Offenders) (DAN 13-09-68466);</li> <li>Registered/Sex Offenders (Notorious/Historically Significant) (DAN 13-09-68465);</li> <li>Registered/Sex Offenders (Deceased) (DAN 02-03-60354);</li> <li>Registered/Sex Offenders (General) (DAN 98-11-58951).</li> </ul> <p><i>Note: Commonly referred to as “central files”. These files are used by staff and correctional officers for those incarcerated or previously incarcerated in the state's correctional facilities.</i></p>	<p><b>Retain</b> for 10 years after last prison sentence closed <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>

## 2.3 OFFENDER CUSTODY

*The activity relating to offenders currently and previously incarcerated in the state's correctional facilities*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-03-60355 Rev. 1	<p><b>Offender Incarceration Records – Asbestos Worker Offenders</b></p> <p>Records relating to the legal authority and history for the incarceration and release of an offender where the offender was involved with asbestos abatement/exposure while under Department of Corrections' jurisdiction.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Criminal history;</li> <li>• Classification;</li> <li>• Infractions;</li> <li>• Sentencing information;</li> <li>• Release documentation;</li> <li>• Documentation regarding exposure to asbestos.</li> </ul> <p>Excludes records covered by more specific Offender Incarceration Records series:</p> <ul style="list-style-type: none"> <li>• Ordered to be Destroyed (DAN 11-12-62897);</li> <li>• Summary Information (All Offenders) (DAN 13-09-68466);</li> <li>• Registered/Sex Offenders (Notorious/Historically Significant) (DAN 13-09-68465);</li> <li>• Registered/Sex Offenders (Deceased) (DAN 02-03-60354);</li> <li>• Registered/Sex Offenders (General) (DAN 98-11-58951);</li> <li>• Notorious/Historically Significant Offenders (DAN 13-09-68464).</li> </ul> <p><i>Note: Commonly referred to as "central files". These files are used by staff and correctional officers for those incarcerated or previously incarcerated in the state's correctional facilities.</i></p>	<p><b>Retain</b> for 30 years after last prison sentence closed, release or death, whichever is sooner</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR



## 2.3 OFFENDER CUSTODY

*The activity relating to offenders currently and previously incarcerated in the state's correctional facilities*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
82-02-29580 Rev. 4	<p><b>Offender Incarceration Records – Offenders (General)</b></p> <p>Records related to the legal authority and history for the incarceration and release of an offender where not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Criminal history;</li> <li>• Classification;</li> <li>• Infraction;</li> <li>• Sentencing information;</li> <li>• Release documentation.</li> </ul> <p>Excludes records covered by more specific Offender Incarceration Records series:</p> <ul style="list-style-type: none"> <li>• Ordered to be Destroyed (DAN 11-12-62897);</li> <li>• Summary Information (All Offenders) (DAN 13-09-68466);</li> <li>• Registered/Sex Offenders (Notorious/Historically Significant) (DAN 13-09-68465);</li> <li>• Registered/Sex Offenders (Deceased) (DAN 02-03-60354);</li> <li>• Registered/Sex Offenders (General) (DAN 98-11-58951);</li> <li>• Notorious/Historically Significant Offenders (DAN 13-09-68464);</li> <li>• Asbestos Worker Offenders (DAN 02-03-60355).</li> </ul> <p><i>Note: Commonly referred to as “central files”. These files are used by staff and correctional officers for those incarcerated or previously incarcerated in the state’s correctional facilities.</i></p>	<p><b>Retain</b> for 10 years after last prison sentence closed <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 2.3 OFFENDER CUSTODY

*The activity relating to offenders currently and previously incarcerated in the state's correctional facilities*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-62899 Rev. 1	<p><b>Offender Work Supervision</b></p> <p>Documentation tracking the offender's job assignments (receiving compensation or not) while working for a Corrections facility, Correctional Industries, or while working on any Corrections work crew or Corrections Community Restitution crew.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Offender job descriptions and job applications;</li> <li>• Performance evaluations;</li> <li>• Work time tracking;</li> <li>• Safety orientations and specialized safety training;</li> <li>• Workplace rules, expectations and policies;</li> <li>• Certificates and awards;</li> <li>• Program applications and recommendation referral;</li> <li>• Release of information form;</li> <li>• Signed OSHA forms.</li> </ul> <p>Excludes records covered by Offender Earnings/Payroll (DAN 82-12-30735).</p>	<p><b>Retain</b> for 6 years after work assignment terminated <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 2.3 OFFENDER CUSTODY

*The activity relating to offenders currently and previously incarcerated in the state's correctional facilities*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
83-06-32474 Rev. 3	<p><b>Prison Hearings</b></p> <p>Records relating to any Indeterminate Sentencing Review Board (ISRB) infractions or other types of infractions committed by an offender while incarcerated and in response to an offender appeals. Also covered are hearings by the juvenile board, community custody board and in-person progress hearings.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Hearing packet documents;</li> <li>Tapes or other media used to record hearings, WAC 137-28-310 (1)(c);</li> <li>Disciplinary actions, duration of confinement;</li> <li>Reduction of serious to minor infraction;</li> <li>Not guilty findings and appeals;</li> </ul> <p>Excludes ISRB decisions covered by Offender Records – Indeterminate Sentence Review Board (DAN 13-09-68468).</p> <p><i>Note: Reference WAC 381-60-180; WAC 381-90-170; RCW 34.05.220.</i></p>	<p><b>Retain</b> for 2 years after date of hearing <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
01-05-60069 Rev. 2	<p><b>Work Release</b></p> <p>Records relating to individual offenders participating in work release programs.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Point to point passes;</li> <li>Job related assignments;</li> <li>Pertinent contractor documents.</li> </ul>	<p><b>Retain</b> for 3 years after last date of work release participation <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 2.3 OFFENDER CUSTODY

*The activity relating to offenders currently and previously incarcerated in the state's correctional facilities*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
83-06-32524 Rev. 2	<p><b>Working/Reference File – Offender</b></p> <p>Working/reference files maintained by correctional officers relating to their particular assigned offenders.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Reference/duplicate copies of other records;</li> <li>• Transitory records not covered by a more specific records series.</li> </ul>	<p><b>Retain</b> for 2 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

## 2.4 OFFENDER HEALTH INFORMATION MANAGEMENT

*The activity of providing health care services and managing medical records for offenders while incarcerated. Includes medical, dental and psychiatric records.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
83-06-32507 Rev. 2	<b><i>Diagnostic Images and X-Rays</i></b> Records relating to diagnostic imaging or X-rays taken of an offender to satisfy treatment and/or diagnose a medical problem. Excludes interpretive reports and other records covered by Offender Health Records (DAN 83-06-32502)	<b>Retain</b> for 5 years after date of image or x-ray <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
93-05-54595 Rev. 2	<b><i>Health Record Disclosure</i></b> Records relating to the disclosure of information from an offender's health record.	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
83-06-32503 Rev. 3	<b><i>Health Services – Facilities</i></b> Records relating to the administrative operations of the facilities that provide healthcare services to offenders. Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Reports of operations;</li> <li>• Levels of services provided;</li> <li>• General tracking information of facility use.</li> </ul>	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 2.4 OFFENDER HEALTH INFORMATION MANAGEMENT

*The activity of providing health care services and managing medical records for offenders while incarcerated. Includes medical, dental and psychiatric records.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
83-06-32506 Rev. 2	<p><b>Health Services – Logs</b></p> <p>Records relating to log of usage and other documentation of medical equipment, supplies, and instruments used in the facilities.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Testing of autoclave;</li> <li>• Needle/syringe counts;</li> <li>• Daily inventory and counts of instruments;</li> <li>• Inventory of medications issued in living units.</li> </ul>	<p><b>Retain</b> for 2 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
83-06-32502 Rev. 3	<p><b>Offender Health Records</b></p> <p>Provides records of healthcare services provided to individual offenders while under the jurisdiction of the Department of Corrections.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Screenings and history information;</li> <li>• Information about medical encounters with health care providers;</li> <li>• Notes and correspondence related to patient;</li> <li>• Laboratory and test results;</li> <li>• Diagnostic images/x-rays interpretive reports;</li> <li>• Inpatient and Outpatient care;</li> <li>• Emergency care;</li> <li>• Dental and Mental Health.</li> </ul> <p>Excludes records covered by Diagnostic Images and X-Rays (DAN 83-06-32507).</p>	<p><b>Retain</b> for 10 years after last sentence closed <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 2.4 OFFENDER HEALTH INFORMATION MANAGEMENT

*The activity of providing health care services and managing medical records for offenders while incarcerated. Includes medical, dental and psychiatric records.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
94-11-54753 Rev. 2	<p><b><i>Sick Call Register</i></b></p> <p>Provides records of scheduling offender medical appointments and sick call requests.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Scheduling calendars/appointment books;</li> <li>Sick call requests by offenders.</li> </ul>	<p><b>Retain</b> for 1 year after end of calendar year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 2.5 OFFENDER MOVEMENT

*The activity of tracking and monitoring movement of offenders into, within or out of the correctional facility.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
13-09-68454 Rev. 0	<b>Extraditions</b> Records relating to agency planning and coordination of offender extraditions to out-of-state detention facilities.	<b>Retain</b> for 6 years after extradition fulfilled, cancelled or expired <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
83-06-32467 Rev. 2	<b>Movement Rosters – Counts and Lists</b> Records relating to tracking offender populations. Includes, but is not limited to: <ul style="list-style-type: none"> <li>Offender movement and location;</li> <li>Offender population;</li> <li>Various lists of offenders relating to work assignments, name and identification numbers, release dates;</li> <li>Offender lists of lay-in status or not released from assigned units for work or other assignments.</li> </ul>	<b>Retain</b> for 2 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
95-05-54932 Rev. 2	<b>Transportation – Offenders</b> Records relating to the transport of offenders to and from the institutions or offenders transporting into a facility from the county of origin. Includes, but is not limited to: <ul style="list-style-type: none"> <li>Transportation officer receipts;</li> <li>Transport records from county facility.</li> </ul>	<b>Retain</b> for 3 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 2.6 SECURITY AND CONTROL

*The activity of imposing control over offender populations in an effort to provide protection and prevent security disturbances and improper conduct.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
83-06-32479 Rev. 2	<b>Cell Search Reports and Findings</b> Records relating to offender cell searches and any findings.	<b>Retain</b> for 1 year after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
86-06-36802 Rev. 4	<b>Grievances – Offender</b> Records relating to informal complaints, formal grievances and appeals through three levels of review. Includes, but not limited to: <ul style="list-style-type: none"> <li>Grievance investigative reports and documentation;</li> <li>U.S. District Court Cases remanded to local facilities for processing through the grievance mechanism.</li> </ul> <i>Note: The Offender Grievance Program may be accessed by all offenders under the jurisdiction of the Department of Corrections.</i>	<b>Retain</b> for 6 years after end of complaint or grievance <i>and</i> close of any appeals <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
83-06-32529 Rev. 2	<b>Incident Report</b> Records relating to the summary and circumstances of any reportable incident in any facility. Includes, but is not limited to: <ul style="list-style-type: none"> <li>Records of physical force used against offenders and the date, times and circumstances;</li> <li>Recordings of incidents (e.g. tapes, CDs, DVDs).</li> </ul> Excludes records covered by Incident Report – Official Copy (DAN 09-07-62084).	<b>Retain</b> for 6 years after incident closes <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 2.6 SECURITY AND CONTROL

*The activity of imposing control over offender populations in an effort to provide protection and prevent security disturbances and improper conduct.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-07-62084 Rev. 2	<p><b>Incident Report – Official Copy</b></p> <p>Final report generated and submitted to Department of Corrections (DOC) headquarters as the result of any reportable incident(s) at or in any DOC facility.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Summary and circumstances surrounding any reportable incident(s);</li> <li>• Date, time and location of incident;</li> <li>• Names of all parties involved, i.e. staff, offender(s) or visitor(s) involved in the reportable incident.</li> </ul> <p>Excludes records covered by Incident Report (DAN 83-06-32529).</p>	<p><b>Retain</b> for 10 years after final report completed <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>
07-09-61627 Rev. 1	<p><b>Intelligence Analysis</b></p> <p>Records used to anticipate, prevent, or monitor possible unethical and/or criminal activity.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Reports and complaints;</li> <li>• Photographs and profile information;</li> <li>• Interoffice memoranda generated or accumulated in connection with investigations.</li> </ul>	<p><b>Retain</b> for 1 year after end of calendar year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

## 2.6 SECURITY AND CONTROL

*The activity of imposing control over offender populations in an effort to provide protection and prevent security disturbances and improper conduct.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
85-04-35249 Rev. 2	<p><b>Investigations</b></p> <p>Records relating to intelligence gathering information relating to investigations of security disturbances and/or improper conduct that may involve:</p> <ul style="list-style-type: none"> <li>• Offenders and staff;</li> <li>• Vendors and contractors;</li> <li>• Visitors and volunteers.</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Incident and investigation reports;</li> <li>• Copies of evidence cards;</li> <li>• Photographs;</li> <li>• Interview acknowledgement forms.</li> </ul> <p>Excludes records covered by Investigations – Prison Rape Elimination Act (PREA) (DAN 13-09-68455).</p>	<p><b>Retain</b> for 5 years after close of investigation <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
13-09-68455 Rev. 0	<p><b>Investigations – Prison Rape Elimination Act (PREA)</b></p> <p>Records relating to prison rape investigations as designated by 28CFR Part 115.71 and 115.271 involving but not limited to offenders and staff.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Incident and investigation reports;</li> <li>• Copies of evidence cards;</li> <li>• Photographs;</li> <li>• Interview acknowledgement forms.</li> </ul>	<p><b>Retain</b> for 50 years after close of investigation <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 2.6 SECURITY AND CONTROL

*The activity of imposing control over offender populations in an effort to provide protection and prevent security disturbances and improper conduct.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
13-09-68456 Rev. 0	<p><b>Law Library Access</b></p> <p>Records relating to requests from offenders for access to facility's law library.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Granted or denied requests;</li> <li>• Scheduling;</li> <li>• Call-out logs;</li> <li>• Copies of offender's filed court documents.</li> </ul>	<p><b>Retain</b> for 2 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
83-06-32469 Rev. 2	<p><b>Logs – Security and Control</b></p> <p>Logs relating to the various types of tracking throughout the facility to include movements of physical items (vehicles, keys, tools), staff and offenders.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Custody, key , tool and vehicle control;</li> <li>• Cell block and unit tower security and control;</li> <li>• Drug screening and urinalysis;</li> <li>• Administrative segregation;</li> <li>• Telephone logs;</li> <li>• Offender mail logs;</li> <li>• Offenders who were in lay-in status or not released from assigned units for work or other assignments.</li> </ul>	<p><b>Retain</b> for 2 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 2.6 SECURITY AND CONTROL

*The activity of imposing control over offender populations in an effort to provide protection and prevent security disturbances and improper conduct.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
13-09-68457 Rev. 0	<p><b>Mail and Property Surveillance</b></p> <p>Records relating to the inspection and review of mail and other materials or items sent to or received by inmates. Mail and materials are reviewed for appropriate content and usage and may be rejected or held from inmate as necessary.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Mail rejection notices and appeals.</li> </ul> <p>Examples of unauthorized mail may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Mail to and from restricted persons;</li> <li>• Threats, blackmail, extortion;</li> <li>• Plans for constructing weapons, bomb, incendiary devices;</li> <li>• Escape plans;</li> <li>• Facility security devices plans;</li> <li>• Codes;</li> <li>• Pornography.</li> </ul>	<p><b>Retain</b> for 3 years after conclusion of review <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
82-12-30772 Rev. 2	<p><b>Population Management Report</b></p> <p>Records relating to the daily record of movement of offenders throughout the prison system. The statistical data is a composite of all institutions.</p>	<p><b>Retain</b> for 3 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 2.6 SECURITY AND CONTROL

*The activity of imposing control over offender populations in an effort to provide protection and prevent security disturbances and improper conduct.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
83-06-32482 Rev. 2	<b>Roster Management</b> Records relating to staff rosters and assignments. Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Requested staff holdovers, and reason for holdover;</li> <li>• Staff assignments and duty stations worked;</li> <li>• Special and emergency post orders;</li> <li>• Sign off sheets.</li> </ul>	<b>Retain</b> for 2 years after end of assignment/duty <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
07-09-61628 Rev. 1	<b>Security Audio Recordings and Monitoring</b> Records relating to any audio recordings (including telephones) for any facility or site per RCW 9.73.095(3)(c).	<b>Retain</b> for 1 year after date of recording <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
83-06-32472 Rev. 2	<b>Security Checks</b> Records relating to all security checks for any facility or site. Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Custody and maintenance;</li> <li>• Area searches and perimeter inspections;</li> <li>• Fence checks;</li> <li>• Reports and monitoring information.</li> </ul>	<b>Retain</b> for 2 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 2.6 SECURITY AND CONTROL

*The activity of imposing control over offender populations in an effort to provide protection and prevent security disturbances and improper conduct.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
13-09-68458 Rev. 0	<p><b>Strip/Body Cavity Searches</b></p> <p>Records relating to strip or body cavity searches performed on offenders.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Authorizations;</li> <li>• Warrants;</li> <li>• Statements of results/reports.</li> </ul>	<p><b>Retain</b> for 6 years after date of search <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
83-06-32481 Rev. 2	<p><b>Visitor Records – Non-Offender</b></p> <p>Records relating to visitors touring or visiting facility not related to an offender visit such as students, legislators, law enforcement and vendors.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Signed "Consent to Search" documents;</li> <li>• Records of those approved, disapproved, removed, suspended, or terminated from visiting.</li> </ul>	<p><b>Retain</b> for 1 year after end of calendar year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
83-06-32465 Rev. 2	<p><b>Visitor Records – Offender</b></p> <p>Records relating to visitors applying to visit an offender in an institution.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> <li>• Signed "Consent to Search" documents;</li> <li>• Records of those approved, disapproved, removed, suspended, or terminated from visiting.</li> </ul>	<p><b>Retain</b> for 2 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 2.7 SENTENCING

*The activity of the review and determination of offender civil commitments and pre-release review of sentence.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
97-08-58038 Rev. 4	<p><b>Civil Commitment Referrals</b></p> <p>Records relating to referrals to the End of Sentence Review Sub-Committee (ESRC) for Civil Commitment Referrals (Pre-Filing) for offenders such as sexual predators who have been identified by the ESRC for a forensic psychological evaluation to determine whether they meet criteria for civil commitment under RCW 71.09.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Referrals and recommendations for review;</li> <li>• Evaluation results;</li> <li>• Committee decision for commitment action.</li> </ul>	<p><b>Retain</b> for 50 years after committee decision date <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
97-08-58037 Rev. 4	<p><b>End of Sentence Review (ESR)</b></p> <p>Records relating to the End of Sentence Review Committee (ERSC) files for offenders referred for review at the end of serving their sentence.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Criminal and mental health history;</li> <li>• Copies of other documentation from the offender's file.</li> </ul>	<p><b>Retain</b> for 50 years after actual release date from institutional custody <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
02-03-60359 Rev. 3	<p><b>End of Sentence Review (ESR) and Civil Commitment – Deceased Offender Files</b></p> <p>Records relating to the End of Sentence Review (ESR) Offender Files (DAN 97-08-58037) or Civil Commitment Referrals (DAN 97-08-58038) in the event of the death of the offender.</p>	<p><b>Retain</b> for 10 years after date of death <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR



### 3. LEGACY RECORDS

This section covers records no longer being created or received by the Department of Corrections and the remaining records have yet to reach their minimum retention period.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
13-12-68484 Rev. 0	<p><b><i>Asbestos Abatement and Remediation</i></b></p> <p>Records relating to asbestos-related projects undertaken by the Correctional Industries section while training and utilizing offenders. Information retained per WAC 296-62-07727.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Environmental Assessments and Reports;</li> <li>• Permits, licenses, certifications, accreditations;</li> <li>• Hazardous waste control and disposal plans/slips;</li> <li>• Subcontracts to include shipping of hazardous materials;</li> <li>• Exposure and occupational-related forms signed by offenders;</li> <li>• Project proposals.</li> </ul> <p><i>Note: Correctional Industries stopped performing asbestos related projects at the end of 2013.</i></p>	<p><b>Retain</b> for 35 years after completion of project <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## GLOSSARY

### ***Appraisal***

The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

### ***Archival (Appraisal Required)***

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.

*Public records will be evaluated, sampled, and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.*

### ***Archival (Permanent Retention)***

Public records which possess enduring legal and/or historic value and must not be destroyed. State government agencies must transfer these records to Washington State Archives (WSA) at the end of the minimum retention period.

*WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as “Archival (Permanent Retention)” other than the removal of duplicates.*

### ***Disposition***

Actions taken with records when they are no longer required to be retained by the agency.

*Possible disposition actions include transfer to Washington State Archives and destruction.*

### ***Disposition Authority Number (DAN)***

Control numbers systematically assigned to records series or records retention schedules when they are approved by the State Records Committee.

### ***Essential Records***

Public records that state government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.

*Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with Chapter 40.10 RCW.*

### **Non-Archival**

**Public records which do not possess sufficient historic value to be designated as “Archival”. Agencies must retain these records for the minimum retention period specified by the appropriate, current records retention schedule.**

*Agencies should destroy these records after their minimum retention period expires, provided that the records are not required for litigation, public records requests, or other purposes required by law.*

### **Non-Essential Records**

**Public records which are not required in order for an agency to resume its core functions following a disaster, as described in Chapter 40.10 RCW.**

### **OFM (Office Files and Memoranda)**

**Public records which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.**

*RCW 40.14.010 – Definition and classification of public records.*

*(2) “Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”*

### **OPR (Official Public Records)**

**Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.**

*RCW 40.14.010 – Definition and classification of public records.*

*(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; ... and all other documents or records determined by the records committee... to be official public records.”*

### **Public Records**

**RCW 40.14.010 – Definition and classification of public records.**

*“... The term “public records” shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and*

*including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business..."*

***Records Series***

**A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.**

***State Records Committee***

**The committee established by RCW 40.14.050 to review and approve disposition of state government records.**

*Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.*

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